



Job Opportunity

State Controller's Office

Position: Program Technician II (4 Positions)

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: July 26, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Richard Garcia, (916) 323-8472

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-9928-960
051-550-9928-123
Ref 0726.CSU5.CTP

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general supervision provided by a Supervising Program Technician III (Unclaimed Property), the incumbent will handle the more difficult processing of claims against unclaimed property accounts by verifying pertinent information and applying all applicable laws and rules governing the program. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Review claims submitted by both private and public sectors to verify the appropriate distribution to the owner/s or heir/s of more than six million dollars (\$6,000,000) annually in escheated unclaimed property;
- Approve or deny payment of claims submitted in accordance with State Laws, Rules and Regulations, Unclaimed Property Law, Civil Code, Code of Civil Procedures, Attorney General opinions, Government Codes, and the Probate Code;
- Provide assist to the general public in properly completing the forms on the more difficult claims, submitting accurate identification, or providing excellent customer service to the public by answering questions, returning telephone messages and email messages regarding the program;
- Review difficult court ordered final Decrees of Disposition, current Letters of Administration, Affidavit pursuant to 630 of the Probation Code with the nonprobated wills, Code of Civil Procedure, Unclaimed Property Law, Table of Heirship, Marriage Certificates, Death and Birth Certificates, divorce papers and any other documentation submitted for substantiation of ownership or appropriate percentages distributed to each heir;
- Review the difficult Tables of Heirship for disputed claims to ensure all information is in compliance



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



with Probate Law;

- Draft for review the more difficult written substantiation for a decision based on Tables of Heirship for presentation to supervisor and legal staff whenever there is a conflict;
- Respond to inquiries regarding claims with multiple heirs and trusts which causes the claim(s) to be difficult in regards to apportionment;
- Provide suggestions to departmental officials, employees and claimants regarding the Unclaimed Property Program, procedures and policies;
- Provide guidance to the public, Corporate Executives, Public Administrators, and Investigators to resolve difficult problems related to abandoned property claims;
- Maintain and report accurate inventory of claims produced, claims returned by mail and claims pending at workplace;
- Track claims and inquiries regarding distribution of estate, abandoned property, trust, or stock account assets;
- Provide excellent customer service by returning phone and email messages promptly;
- During peak periods, answer the toll-free telephone lines and research telephone inquiries from the public.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Richard Garcia

Reference Number 0726.CSU5.CTP 051-550-9928-960 (3 positions), 051-550-9928-123 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).